

## Maple Grove Indoor Farmers Market Market Information and Guidelines

**Thursdays 3 p.m. – 6 p.m.**

**2015: November 5 & 19 / December 3 & 1      2016: January 14, February 11, March 10, April 14**

Address for Market Correspondence: PO Box 1180, Maple Grove, MN 55311

Market Location: Maple Grove Community Center (INSIDE), 12951 Weaver Lake Road

**The Maple Grove Indoor Farmers Market** is a market in which farmers, growers and producers sell their products directly to the public. This Market allows consumers to have a direct relationship with the producer/vendor and will emphasize quality and freshness and provide customers with a unique shopping experience.

The rules, policies, and guidelines followed at the Maple Grove Farmers Market are administered and revised by the Market Staff with approval of the Maple Grove City Administrator.

### Application and Fees

- Those wishing to participate in the Market must complete an application form and return it with the appropriate vendor fee to the City of Maple Grove before consideration for participation in the Market.
- Vendors must submit payment for their market stall *no later than the Monday prior to the market day*. Payment will not be accepted on market day and vendors who have not paid will not be allowed to participate.
- The City of Maple Grove shall review and approve all vendor applications before a vendor can participate in the Market. Selection will be based on space available at the market, the items a vendor offers, and preference will be given to past participants with good attendance records.
- When selecting a vendor, the City shall not discriminate on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance.
- Once a vendor is accepted the vendor fee is not refundable.
- A minimum of 12 approved vendors for each of the 2015 and 2016 market dates is required for the markets to take place. Should the market be cancelled due to low vendor participation, vendor fees will be refunded.
- Should customer or vendor attendance fall below expectations, the Market Management reserves the right at any time to cancel the balance of the Indoor Farmers Market dates.

### Market Goods

- The following items may be approved for sale:
  - Vendor grown fresh or dried fruits and vegetables
  - Vendor grown fresh or dried herbs, spices, and seasonings
  - Vendor produced products such as cheese, meats, fish, poultry, eggs, baked goods, honey, maple syrup, wild rice, and preserves, if prepared and packaged in accordance with rules established by the MN Department of Agriculture
  - Vendor grown bedding plants, hanging and potted plants, and cut flowers
  - Vendor grown dried flowers or plants
- Products not listed above must receive approval from the Market staff before sale.
- Products purchased for resale at the market are generally not allowed and must have prior approval of the Market staff.
- Vendors may not sell any items not approved or shown in their market application. Market staff has the right to ask vendor to remove products.
- All items must be prepared, displayed and stored in accordance with Minnesota Department of Agriculture, Minnesota Department of Health and Hennepin County Community Health Department guidelines.

**Market Goods (continued)**

- All producers of processed items (cheese, meats, jams, jellies, syrups, baked goods, etc.) are required to adhere to all state and local laws pertaining to the production, labeling and selling of such goods.
- Processed food items must be sold with a valid processing license and comply with Minnesota labeling law requirements.
- Products sold as Certified Organic must have originated from a USDA Certified Organic farm, and the vendor must provide a copy of the farm's National Organic Standard certificate as provided by a USDA accredited agent. The Market will use the term "Organic" to only in reference to USDA-certified Organic farms and products.
- All items should be sold by bulk, bundle or individual item. Items sold by weight units of measure require a Minnesota State Certified Scale.
- Market staff reserves the right to inspect crops and production areas.

**Setup/tear down**

- Vendors may begin setting up at 2:00 p.m. on Market days. A Market Manager will be at the Market location at 2:00 p.m. to check in vendors and assist with any questions they may have about setting up. **There will be no access to the market area until 2:00 p.m.**
- We encourage vendors to exercise caution with their vehicles in the Community Center parking lot. Be aware there is a lot of pedestrian traffic, especially at the entrance to the Community Center, as well as in the parking lot. DO NOT BLOCK the main pedestrian entrance to the building. Specific loading and unloading instructions will be provided prior to November 1st.
- **Vendors must be unloaded and in their space by 2:45 p.m.** This is a courtesy to fellow vendors and because of space constraints. ***Failure to do so will result in a \$15 fine payable immediately and could result in loss of future selling privileges.***
- No presales are allowed.
- Vendors must remain until the Market closes and not start tear-down until 6 p.m.
- Vendors must remove all materials including paper, bags, boxes or miscellaneous debris as a result of their sales from the area by 6:30 p.m. on Market days.
- Vendors are required to take home and dispose of there any spoiled, unusable, unsold products. Incidental garbage, such as paper items, soda cans, etc. can be disposed of in the trash cans provided.

**Market Operations/Set Up**

- **The Market will begin at 3:00 p.m. No presales are allowed.**
- The Market may be cancelled due to severe inclement weather. If this occurs, every effort will be made to notify vendors, but it is suggested that vendors call (763-494-5955 or 763-442-7441) if the weather is questionable. Vendors will not receive refunds for weather-related cancellations.
- **Vendors must notify Market staff if they are NOT coming to the Market. Notice must be given in one of the following ways NO LATER than 11 a.m. on Market day:**
  - Call the farmers market voicemail (763-494-5955)
  - Call the farmers market mobile phone (763-442-7441)
  - Send an email to [farmersmarket@maplegrovern.gov](mailto:farmersmarket@maplegrovern.gov)

**Market Operations/Set Up (continued)**

- Each vendor will be provided with one 6' x 3' table and two chairs for the space they are assigned. Vendors are not permitted to bring extra tables unless specifically approved by Market staff.
- Stall space is available to those actively engaged in selling accepted products. Accepted products are those listed in the Market Goods section of this document. Solicitation unrelated to the sale of Market Goods is prohibited.
- All items must be contained within the space and may not infringe on adjacent vendors.
- Vendors are responsible for providing any other items needed for their display—tablecloths, baskets, etc.
- Electricity is available upon request, but vendors must supply their own extension cords. Water is not available.
- Stall space is assigned by Market staff.
- Stall space is not transferable.
- Market staff has the authority to move and reassign stall space to enhance or facilitate Market operations.
- All displays must be neat and tasteful.
- Market vendors must have signs displaying their name or farm name.
- The general cleanliness of the Market area is everyone's responsibility. All vendors must keep their area neat while selling and make certain that the area is clean before leaving.
- All Market vendors should represent themselves in an appropriate manner, dress, and state of cleanliness. Shirts and shoes must be worn.
- Price, terms of sale, etc. are between buyer and seller only.
- All vendors agree to abide by fair business practices.
- Any vendor who the Market staff feels is not complying with the Market rules may be asked to leave. The vendor in turn may petition to be re-accepted to the Market.

**Vendors**

- Persons who apply to be a vendor must produce what they sell.
- The City reserves the right to refuse acceptance to any applicant or product that is not in keeping with the rules or standards of the Maple Grove Farmers Market.
- Vendors are expected to attend the market to sell their own products. Additional sellers must be listed on the vendor application. No one under the age of 18 may sell or maintain a stall without adult supervision.
- Alcohol and drugs (unless used with prescription) are prohibited at the Market. Vendors must be drug-free and sober upon arriving at the Market. Violation of this policy is grounds for suspension from the Market or immediate revocation of vendor access, in the sole discretion of Market staff.
- Smoking is prohibited at the Market and Community Center.
- Vendors are not allowed to have pets/animals at the Market and Community Center. It is against Maple Grove Park Board policy as well as the Minnesota Department of Agriculture regulations.
- Vendors may be asked to donate product to promotional market/customer activities and/or distribute printed Maple Grove Farmers Market information.

## Tax/Permits/Insurance

- All permits and licenses required by the City of Maple Grove, Hennepin County, the State of Minnesota or the Federal Government are the sole responsibility of the vendors.
- Any required sales tax collections and remittances are the sole responsibility of the sellers.
- The City of Maple Grove and the Maple Grove Park Board, and their respective officers, employees, agents and consultants are not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation for or participation in the Maple Grove Indoor Farmers Market; whether such injury, theft or damage occurred prior, during, or after the Maple Grove Indoor Farmers Market, Business/Farm further agrees to indemnify, defend and hold harmless the City of Maple Grove and the Maple Grove Park Board and their respective officers, employees, agents and consultants for and against any claims for such injury, theft or damage.
- All vendors should carry their own general liability and product liability insurance, as the City does not provide this coverage.

## Tokens

Market tokens are sold to customers at the Market Cashier table. The purpose of the tokens is to increase vendor sales by offering an alternate (and convenient) means of payment to our shoppers. Shoppers purchase tokens with their credit/debit/EBT card from the Market Cashier or may receive tokens as a part of the Market's overall promotions strategy.

Vendors should accept ONLY tokens labeled "Maple Grove Farmers Market," pictured below.

- \$1 tokens are only for EBT eligible items. Participating vendors do not give change, and there is no expiration. To participate in this program, vendors must have a current signed agreement on file with the Maple Grove Farmers Market. The program is optional.
- 5 tokens are just like cash. All vendors must accept. Change can be given; no expiration.
- \$2 tokens are promotional rewards earned by market customers and should be treated like cash. All vendors must accept these tokens. Change can be given.
- \$2 Power of Produce tokens (larger than others) were awarded to children during the 2015 outdoor season. They should be accepted ONLY for fresh fruits and vegetables at the indoor market.
- *Please note that paper Market Bucks expire on October 31, 2015 and should not be accepted during the 2015-2016 winter markets.*



Only those vendors who have a signed agreement with the Market to participate in the EBT program can accept the \$1 tokens AND only for EBT eligible items.

Vendors are reimbursed for MGFM tokens when accepted according to the program guidelines for each token type. Vendors will be notified of any promotional currency that may be in circulation. Vendors should ask the Market Manager for assistance with any token-related questions.

*Vendors are not permitted to use tokens received from shoppers as currency in making their own purchases. Vendors are not permitted to use tokens as change for shoppers' purchases. Make sure to have enough cash on hand to make change for customer purchases.*

All tokens/promotional currency should be turned into the Market cashier (preferably each Market day) for recording and future reimbursement. Tokens can be turned into the Market cashier only once each Market day, between 5:30 and 6:15pm.

Vendors will be reimbursed via check for tokens they have turned in to the Market Cashier. Reimbursement will take about 7-10 days. Please make sure to notify us of any address changes.

It is a vendor's responsibility to keep their tokens secure, to turn them in regularly and to address any questions with Market staff.

## **Sampling**

Vendors who wish to provide samples of their products to customers are encouraged to do so and required to follow the State of Minnesota's Safe Food Sampling legislation, which is specific to farmers markets. Information about the law and the procedures that must be followed to ensure safe sampling can be found here: <http://www.mfma.org/files/632.pdf>.

Vendors must bring their own utensils for any sampling (i.e., gloves, spoons, cups, napkins, etc.) as well as conduct any sampling. Vendors are strongly encouraged to take any steps possible to help reduce waste at the Market.

Vendors must provide or have immediate access to a portable handwashing station to ensure proper sanitation. The Maple Grove Farmers Market does not supply handwashing stations to vendors. Though restrooms are available inside the Community Center, these do NOT meet the law's requirement for immediate access to handwashing facilities.

Vendors should be aware that Hennepin County officials visit the farmers market without advanced notice throughout the season to assess sampling procedures, and Market staff monitors vendors continually for compliance with sampling guidelines.